

XEROX

Xerox ViewPoint

VP Local Character Printing 630 Training

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Xerox Corporation
Customer and Regional Marketing Training
701 South Aviation Boulevard
L2-11
(213) 333-7000
El Segundo, CA 90245

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1.

Getting started

Xerox ViewPoint Character Printing is an optional software application for the 6085 Professional Computer System. Using VP Local Character Printing, you can print documents on a local character printer. The local character printer attaches directly to your workstation in a Documenter or network configuration.

When you finish this training guide, you will be able to do the following:

- Retrieve a local character printer icon.
- Print a document on a local character printer.
- Print a specified page range of a document.
- Cancel the printing of a document.
- Create a print format document.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide.

Training guide exercises

This training guide provides exercises that illustrate typical ways of printing documents with VP Local Character Printing. In these exercises, you learn various printing features of the software.

To complete VP Local Character Printing exercises, you need to supply a multi-page document to print. For complete information on VP Local Character Printing, refer to the *General User Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 workstation with a desktop, a fully qualified user name and password, and a Xerox Character Printer 630/635 attached. In addition, if you have a 6085 workstation that is part of a network, you can get help from your system administrator. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - VP Local Character Printing 630

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

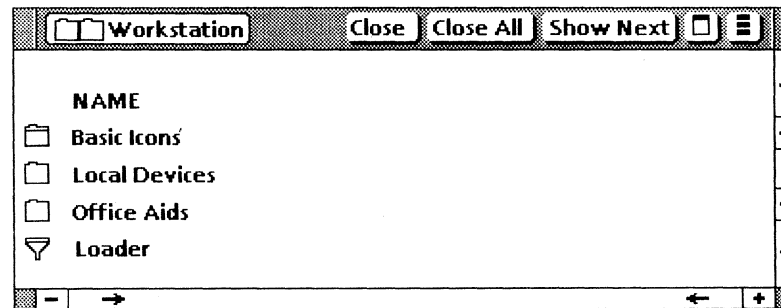
You are now ready to start training.

2. Retrieving a printer icon

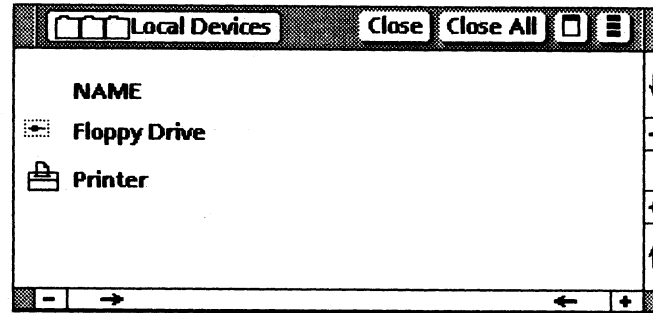
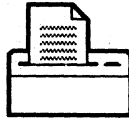
In order to print a document, you must first have a local printer icon on your desktop. This icon is found in the Local Devices divider, which is located in the Workstation divider of the Directory.

Retrieving a local character printer icon

1. Select the Directory icon, and **press** <OPEN>.
2. Select the Workstation divider, and **press** <OPEN>.



3. Select the Local Devices divider, and **press** <OPEN>.



4. Select the Printer icon, and **copy** it to the desktop.
5. Select [Close All].

For additional information on local character printing, refer to the *General User Reference* volume.

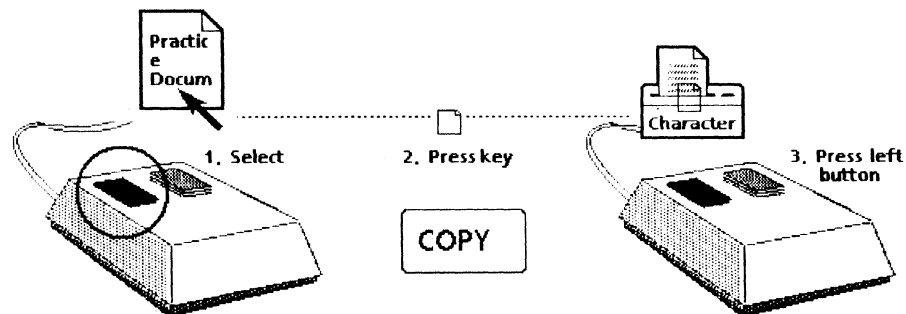
3.

Printing a document

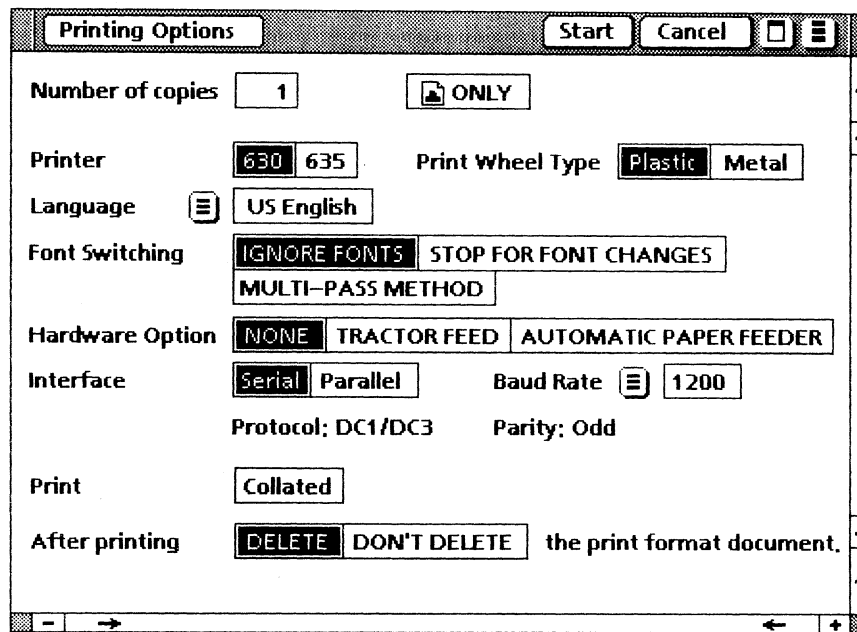
To print a document on a local character printer, you select the icon you wish to print and copy it to the printer. Printing occurs as a background process, allowing you to continue with other desktop activities.

Printing a document on a local character printer

1. **Select** the specified document icon, and **press** < COPY >.
2. **Move** the caret to the printer icon, and **press** the left mouse button.



The Printing Options sheet on the following page automatically appears if you selected [Display Options] on the Printing property sheet.



3. Select [630/635] for the printer option, and select [Plastic/Metal] for the Print Wheel Type option.

Make sure that the baud rate, protocol, and parity switches are correctly set on your printer. Consult your printer's *Operations Guide* or your system administrator for this information.

4. Select [Start].

To ensure proper printout, verify that the printwheel installed on the printer matches the font and size properties of the characters in the document. Files containing graphics are printed with white space in the graphics areas.

For additional information on local character printing property and option sheet items, refer to the *General User Reference* volume.

4.

Canceling printing

Once the printer has begun printing, you may wish to cancel the printing process. The procedures to cancel printing a document vary for the 630 and 635 local character printers. Refer to the section that applies to the printer you are using.

Canceling printing on the 630 printer

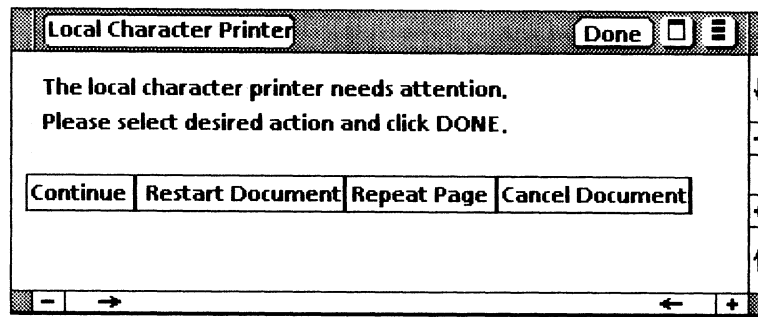
1. **Press** the PAUSE button on the printer.
2. **Lift** the front cover of the 630 printer.

If you have any problems canceling the printer, refer to the *General User Reference* volume.

Canceling printing on the 635 printer

1. **Press** the STOP button on the printer.

When printing is interrupted on the 630/635 character printer, the Local Character Printer window automatically appears.



2. Select [Cancel Document].

3. Select [Done].

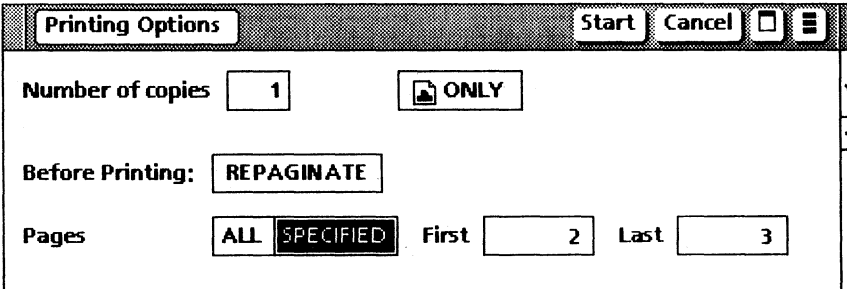
For additional information on canceling the printer, refer to the *General User Reference* volume.

5. Printing a range of pages

It is possible to print a specified page or range of pages of a document. To do this, you enter the desired page or range of pages on the Printing Options sheet.

Printing a range of pages

1. **Select** the specified document icon, and **press** <COPY>.
2. **Move** the caret to the printer icon, and **press** the left mouse button.
3. **Select** the [SPECIFIED] option box.
4. **Delete** the number 0 from the First option box, and **type:** 2
5. **Press** <SKIP/NEXT> to move the caret to the Last option box.
6. **Delete** the number 999999, and **type:** 3



7. **Select** [Start].

For additional information on printing a range of pages, refer to the *General User Reference* volume.

6. Creating a print format document

Each time a document is sent to a printer, it is converted into a format that the printer understands.

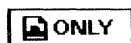
Print format document

To save time, you can create a *print format document*, which is a formatted copy of the document. It eliminates the time the printer spends in formatting a document each time it is printed.

Interpress master

You use the *Interpress master* option on the Printing property sheet to create a print format document.

Creating a print format document



1. **Select** the your practice document, and **copy** it to the printer icon.
2. **Select** the Interpress icon.
3. **Select** [Start].



A print format document appears on your desktop. If you make any changes to the original document, delete the old print format document and create a new one.

For more information on print format documents, refer to the *General User Reference* volume.

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701 South Aviation Boulevard
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